



COUNTY OF ERIE - DEPARTMENT OF PERSONNEL
invites applications for the position of:

Account Clerk-Typist #31-236 PROMOTIONAL

SALARY: SALARY VARIES

**OPENING
DATE:** 02/18/15

CLOSING DATE: 03/11/15

DESCRIPTION:

SALARY VARIES

A written test will be held to fill vacancies as they occur in the above title in Erie County Departments, Towns, Villages, School Districts and Special Districts. The salary listed above pertains to Erie County Departments. Salaries vary among jurisdictions. Successful candidates will be considered for appointment only in the jurisdiction in which they were employed at the time of the written test. The eligible list resulting from this examination will not supersede currently existing promotional eligible lists for this title, if any. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

The eligible list resulting from this examination will also be used to fill present and future vacancies in Erie County Departments, Towns, Villages, School Districts and Special Districts. In each case, certification may be limited to legal residents of the jurisdiction in which the vacancy exists. The salary range for Erie County Departments is \$26,096- \$32,178. Salaries vary among the other jurisdictions.

EXAMPLES OF DUTIES:

An *Account Clerk-Typist* performs specialized clerical tasks and keyboarding in connection with the maintenance of financial account and records;

Prepares and keyboards vouchers, purchase orders and requisitions;

Maintains registers of simple account distributions according to standard procedures; posts by hand or machine, transactions, charge accounts or entries necessary for the balancing of accounts;

Inspects, examines or credits simple accounts according to departmental procedures for accuracy and conformance;

Balances accounts by adding machine or Microsoft Business Office Suite and reconciles totals against individual accounts;

Reconciles bank statements and makes deposits, maintains related files on requisitions, orders, vouchers and amounts;

Prepares and keyboards related reports for transmittal to other departments;

Operates an alpha-numeric keyboard to transcribe data directly to a computer;

Receives cash and check payments tendered in person and by mail;

May assist in the maintenance of payroll records; Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent

permanent basis in the competitive class for **12 months** immediately preceding the date of the written test in a lower level clerical position (JG I, II or III) plus the following:

- A. Graduation from a regionally accredited or New York state registered two year college or university with an Associate's degree in Accounting supplemented by a course in keyboarding or computer business applications; or:
- B. Completion of a minimum of 60 semester credit hours at a regionally accredited or New York state registered two or four year college or university which included sixteen semester credit hours in Accounting, supplemented by a course in keyboarding or computer business applications; or:
- C. Graduation from high school supplemented by a course in keyboarding, or computer business applications, and one year of experience maintaining financial records and account or:
- D. Five years of office experience, one year of which involved keyboarding or computer business applications and the maintenance of financial records and accounts; or:
- E. An equivalent combination of training and experience as defined by the limits of (A) and (D).

SPECIAL REQUIREMENT:

Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and a criminal history background check prior to appointment. A processing fee may be required.

NOTES: 1. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting the experience requirements. 2. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.

All subsequent transcripts must be submitted at time of interview.

Information regarding completion of a keyboarding course should be entered in section #10 of the application. Candidates must indicate the keyboarding course completed and the school/institution attended. It is not necessary to provide transcripts or official documentation at the time of application, but verification may be required at a later date. Failure to provide the above information will result in disqualification.

SUPPLEMENTAL INFORMATION:

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. (See application for more information.)

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE

NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.

**EXAMINATION DATE
APRIL 18, 2015**

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**APPLICATIONS MUST BE
POSTMARKED BY
March 11, 2015**

The New York State Department of Civil Service is making a copy of A Guide to the Written Test for the Entry-Level Account / Audit Clerical Series available on its web site at www.cs.state.ny.us/testing/localtestguides.cfm. In addition, a copy of this test guide can also be obtained at our local civil service office. You may obtain a copy by sending a stamped, self-addressed envelope (size required to accommodate the guide – manila 10" x 13") to the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY 14202 or by picking one up in person at Room 604.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS**: These questions test for skills and abilities in clerical operations with letters and numbers. The operations may involve alphabetizing, comparing, checking, and/or counting given groups of letters and/or numbers
2. **ARITHMETIC COMPUTATION WITHOUT CALCULATORS**: These questions test for the ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. Note: You will not be allowed to use a calculator, or any other type of calculating device, to answer these questions or any other questions on this written test.
3. **ARITHMETIC REASONING**: These questions test for the ability to solve arithmetic problems which are presented in sentence or short paragraph form. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

NOTICE TO CANDIDATES: Use of calculators is **prohibited** for this examination. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. Cell phones are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE
(See Below)

(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

RATINGS REQUIRED: Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows: Seniority: For each year of service in the classified service:

Less than 1 year.....	0 points
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years.....	5 points

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date, so they can make arrangements for taking all tests at one test site. ****For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie County exam application to alert Erie County Civil Service about your additional exams being held at other locations on the same day.**** The Cross-Filer Form is found online at: www2.erie.gov/employment/index.php?q=applications or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not

received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

ELIGIBILITY FOR EXAMINATION: You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

NOTICE: Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

****IMPORTANT APPLICATION FEE –
READ CAREFULLY****

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service,
and held in compliance with the New York State Civil Service Law
and the rules and regulations of the New York State Department of Civil Service.